

# CURRICULUM VITAE

## AVANISH KUMAR

Mob: - 9717712554/8700906858

E-Mail: - avanishkumar.pgdav@gmail.com



### CAREER OBJECTIVE:

A challenging position which effectively utilizes my knowledge in the field of Software engineering, where it is possible for me to apply full potential towards the fulfilling the objective of the organization that I am employed in which in turn enhance my career growth.

### EDUCATIONAL QUALIFICATION:

- MCA from IGNOU, Delhi
- BCA from IGNOU, Delhi
- 12<sup>th</sup> from BSEB, Patna, Bihar
- 10<sup>th</sup> from BSEB, Patna, Bihar

### TECHNICAL QUALIFICATION:

- Diploma in Information Technology (DIT) from LBSTI, Delhi in 2013
- Animation & Multimedia from PCTI, Delhi in 2016

### CERTIFIED SKILLS:

- ASP.NET completed from PCTI, Delhi-2016
- JAVA completed from PCTI, Delhi -2016

### PROFESSIONAL SKILLS:

- Office Management
- Team Management
- Worked on Reports.
- Strong analytical and problem-solving skills

## **EXPERIENCES: Overall 7+ Years Experienced**

- Currently working as an **Associate Administration** in Business-App Department with **Ratna Sagar Private Limited** from Mar-2019 to till date.

### **JOB DESCRIPTION:**

- Export reports from the business system and analysis and share with management as per required.
  - Performance tasks of defined processes or procedures.
  - Making effected reports for presentation using chart or pivot-table.
  - Preparation of sales report
  - Work on live updating in NAV-System.
  - Coordinate with PAN-India sales team related his issue and resolve on priority basis.
  - Book title and publishers updating in the system as per information by school at the time of survey.
  - Making an effected reports using chart or pivot-table.
- 1.1 Year's experience as Operation Support and Administration in **TaraashnaServices Limited** from Jul-2017 to Aug-2018.

### **JOB DESCRIPTION:**

- Create maintain reports that allow company in daily business activities.
- Lead and managed the Regional Team and coordinate with our Insurance Partner.
- Implementation of death cases which has claimed to insurance company and settled in the system against loan disbursement.
- Experience in Reconciliation of data.
- Importing and exporting data from the software if any errors in data then coordinate with developer team and resolved the issue.
- Perform business analysis, technical analysis in TSL
- Requirement Analysis, Project documentation, Implementation & deployment of **Enterprise Resource Planning Modules**.
- Coordinate with all vendors for company related requirement and also coordinate with insurance company.
- Working for death cases approval, claim to insurance company and settlement confirmation update in "**BIJLI**" & "**LMS**" software.
- Manage the staff of the office and work with the management decision.

- Three months experience as Associate Sales (KYC Department) in **Paytm (One97 Communication Limited)** from Nov-2016 to Jan-2017.

**JOB DESCRIPTION:**

- KYC verification and upgraded the Paytm Wallet limit.
- Resolve the issues if transaction against complaint.
- Team handled of the KYC field executive.

- Three years experience as a Technical Support & Administration in **AVS Pvt. Limited** from Aug-2013 to Jul-2016.

**JOB DESCRIPTION:**

- Resolve the issue of system related and fulfil the requirement of company.
- Office management with our team

**ACADEMIC PROJECT:**

- **Project Name** : **Online Examination System (BCA)**  
**Role** : Designer, Developer  
**Duration** : Oct 2016-Mar 2017  
**Team Size** : 1  
**Technology Used** : ASP.Net  
**Description** : The **online examination system** consists of a web server with database facility. The server of this system is mostly configured with proper security measures. Students can connect itself through the internet to the server and take the exam.
- **Project Name** : **Online Big Bazaar (MCA-Mini)**  
**Role** : Designer, Developer  
**Duration** : Oct 2017-Mar 2018  
**Team Size** : 1  
**Technology Used** : ASP.Net  
**Description** : The “**Online Big Bazaar**” is basically web-based software that is working on internet. The software developed for business purpose. So that increases more and more customer about these areas. The “Online Big Bazaar” software will maintain their latest information about details like clothes, shoes, mobile, laptop, home furniture, food material and fruits, kids wear, gift voucher, special offers, discounts especially in festival season, kitchen appliance and daily life use materials etc.

➤ **Project Name** : **Online Magazine Publishing and Distributing (MCA-Major)**

**Role** : Designer, Developer

**Duration** : Oct 2018-Mar2019

**Team Size** 1

**Technology Used** : ASP.Net

**Description** : The “**Online Magazine Publishing and Distributing**” is basically a web-based system. It has a registered user, who purchase the magazine everyday week or on the quarterly basis or on the half yearly basis or on the yearly basis. There are different types of magazines available on the website. Users select categories according to choose. The system only published limited no. of copies. Magazine is sent to the customer by post.

#### ACHIEVEMENT:

**Project Name** : **Reiki Life Healing Hands**

**Role** : Designer & Developer

**Technology Used** : HTML, CSS & MySql

**Description** : **Reiki** is a spiritual practice Bavnamayi. A man whose energy can bring much comfort in their use. The contract of life is eternal. The words can be difficult. The unlimited exercise of powers by the person experiencing the same feeling can. Reiki Sktipat human life is a spiritual leap. Businessman looking out the bizarre experiences of Reiki cannot know for sure, it can only be experienced drowned its powers. And his life so that you can benefit all the joys, love, and business can be filled with every kind Smriddhion.

#### PERSONAL INFORMATION:

**Father's Name** : Baidyanath Thakur

**Communication Address** : Plot No. 12 Ground Floor K1 Extension Jaildar Enclave  
Mohan Garden, Uttam Nagar, West Delhi – 110059.

**Permanent Address** : S/O – Baidyanath Thakur, H. No. – 340, Village + P.O. –  
Baura, Panchayat – Baura Bajitpur, Block. – Janakpur  
Road Pupri, District – Sitamarhi, Patna, Bihar – 843320.

**Birth Date** : 24th April 1995

**Languages** : Hindi & English

DATE :

PLACE:

(AVANISH KUMAR)

**SIGNATURE**